5 February 1953

REPORT FOR THE WEEK OF 2 - 6 FEBRUARY

To:

The Deputy Director of Training (General)

From:

Management Training Division

1. Accomplishments

Completed the Human Resources Program with the third group of supervisors in FDD on Tuesday, - 18 section chiefs.

Conducted initial one-hour follow-up meetings in the Human Resources Program for one group of branch chiefs and for two groups of section chiefs in OCD on Tuesday, Wednesday, and Thursday,a total of 45 supervisors.

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began the Human Resources Program with her third group of section chiefs in OCD on Tuesday, - 14 supervisors.

2. <u>Developing Plans</u>

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Continuing planning meetings with Messrs. concerning Records Management training.

No report.

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Chief, Management Training Division

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25 YEAR RE-REVIEW